

**Answers to Questions for RFA Number CFSA-09-RFA-0006
Volunteer Mentor Partnership Grant**

General Questions:

- 1. Q. As a for profit concern, are [for profit] organizations eligible to apply for this work?**

A. Funding is limited to not-for-profit or non-profit organizations.

- 2. Q.Who were the grant awardees last year? Since this is a very competitive grant opportunity if you knew of any others that might be available to apply for?**

A. In 2008, Volunteer Mentor Partnership Grants were awarded to Best Kids, Inc. and Evolution of Children.

To learn about other funding opportunities please visit the Federal Grants' website, www.grants.gov or the Office of Partnerships and Grant Services' website, www.opgd.dc.gov. Please also continue to check the Contracts and Procurement Administration's website, www.cfsa.dc.gov for future funding opportunities.

- 3. Q..... Does this grant program require a cost reimbursement payment to the grantee? What are the terms of the cost reimbursement? How long should the grantee expect payment from CFSA upon meeting its deliverables?**

A. Grant awards are normally dispersed in quarterly incremental payments, whereby 60% of the award is paid during the first 6months and 40% is paid for the remaining year. Please refer to the "Program Budget and Narrative" Section (Section VII, page 26) of the RFA, CFSA-09-RFA-0006 which details the allowable costs.

- 4. Q..... Should [an organization] apply for the grant even though [they have had] no prior clients?**

A. As specified in the RFA, CFSA-09-RFA-0006, applications will be accepted only from not- for- profit or non- profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program.

5. Q. **Is CFSA planning to convert all Mentoring contracts to volunteer status for non-profit organizations only?**

A. *The Council of the District of Columbia Human Services Committee directs CFSA to eliminate all contracts for paid mentoring after they expire on January 30, 2010. The Committee directs the Agency to use funds to support a transition to volunteer mentoring services.*

Here's the link to the full report (see pg 14):

<http://www.dccouncil.us/media/2009%20Budget%20Documents/FY10%20Human%20Services%20Committee%20Draft%20Budget%20Report.pdf>

6. Q. **What are the bi-weekly minimum hours for service, if any?**

A. *The answer is listed on page 7 of the RFA – At least 4 - 6 hours per month.*

7. Q. **I have a question about the scope of the RFA. Can an organization target only the youth population 12-21 years old or does it have to provide services to both populations identified in the RFA - Children 6-11 and youth 12-21?**

A. *A non-profit or not-for-profit organization can apply for just one age group, either younger or older.*

8. Q. **.....I would like to know how to apply for the course in regards to the Volunteer Mentoring Program?**

A. *If this question is in regard to "training", a person would have to be a mentor to take CFSA's training/mentor orientation.*

9. Q. **Could you please clarify how CFSA's Office of Clinical Practice will determine a child's eligibility for the VMP. What criteria will be used?**

A. *OCP has a risk factors ranking tool that will be used for each child.*

10. Q. On page 6, it states "the successful Applicant shall coordinate all services." Other than the mentoring services and activities, what other services would the Applicant be coordinating?
- A. *Just the mentoring services.*
11. Q. On page 6, it states "Appropriate matching of a minimum of one (1) mentor...for every 4 children". Is it correct to assume that this means that each mentor would not be mentoring more than 4 children, but may mentor less (even just 1)?
- A. *Yes, that's correct.*
12. Q. On page 7, it states "Timely matching of children to occur within five (5) business days of referral". Is it correct to assume that this means the Applicant is responsible for matching?
- A. *Yes.*
13. Q. On page 7, it states "No referred child or youth is rejected or ejected from the program." What about in such circumstances as physical aggression/violence, criminal activity, etc.?
- A. *In extreme cases, each one will be accessed on a case by case basis; hopefully the screening process will detect such cases in advance.*
14. Q. On page 7, it states "Mentoring organizations are encouraged to utilize familial involvement when matching". Could you please clarify or provide an example of familial involvement regarding this.
- A. *Keeping open lines of communication and understanding family history.*
15. Q. On page 7, it states, "Mentoring organizations shall identify mentors who...work collaboratives with assigned CFSA social workers to

develop child-specific mentoring goals." Does this need to be done by the mentor, or could an intake coordinator take the lead on this?

A. No, it will be done in conjunction with the SW.

16. Q. On page 17, there is a reference to school-based mentoring. Could you please clarify or provide an example of what is meant by school-based mentoring?

A. Perhaps reading with a child once a week at a school is one example

17. Q. On page 18, it states "...Provide or arrange transportation for the child for each mentoring activity." Can mentors use their personal vehicles? If so, are there particular waivers preferred by CFSA to address this?

A. Yes mentors can use their car. If they don't have a car public transportation would be fine.

18. Q. Are the Application Summary and Organization, Experience and Qualifications also double-spaced documents?

A. No.

19. Q. On page 6, it says that VMP organizations will be responsible for matching a minimum of one mentor for every four children. Does this mean that CFSA would accept group in addition to individual mentoring?

A. Yes.

20. Q. We believe that best practice calls for natural matching – e.g., the ability of children and mentors to meet and see whether they like each other. This is not possible to do within 5 days. Would CFSA consider changing that timeframe to one that is more realistic for the time that it takes to meet a child and introduce him or her to prospective mentors?

A. Not in general, but possibly in special cases. Again, we will conduct a 6th month evaluation and make any necessary changes to this requirement if necessary.

21. Q. In addition, to match a child, the mentoring organization must first at least meet the child to get a sense of the child's personality and hear directly his or her likes, dislikes and interests so as to be able to make an appropriate match. It is often difficult to coordinate with foster parents or group homes to meet a child quickly after a referral is received. For this reason also, we believe that the 5 day requirement is not realistic and should be expanded.

A. *See the answer to question number 20.*

22. Q. What constitutes a referral packet for a mentoring referral and what will be the process if a child is referred to the VMP organization without an accompanying complete referral packet?

*A. *Referral packet includes forms about the mentee. No form means no service.*

**(Amended response)*

23. Q. How will the timeframes change for children referred without a complete packet?

A. *We will only refer children who have a completed referral packet.*

24. Q. It is not realistic to think that volunteer mentors will travel 150 miles twice a month to see a child who is placed up to 75 miles from DC. We request that this requirement be lessened to a much narrower radius for this volunteer mentoring program.

A. *This requirement will not change. Hopefully, we are able to recruit mentors from across the region.*

25. Q. *Best practice is for one adult mentor to be matched with one and only one youth. This would require a VMP organization to recruit 100 mentors. This may not be realistic for most organizations in the one year timeframe. Would CFSA either reduce the minimum requirement of children served?*

*A. *We will not reduce the amount. The need is based on the children served.*

**(Amended response)*

26. Q. **Alternatively, would CFSA accept proposal from organizations that are proposing to serve fewer than 100 children?**
- A. *No.*
27. Q. **What will CFSA do if it does not receive proposals to serve the required number of children?**
- A. *We'll have to develop a new approach or strategy if necessary.*
28. Q. **What range of medical limitations or disabilities might the children referred under this program have? Not all mentors will be prepared to work with children with severe medical limitations (including transporting a child); what criteria can an organization place on the children who will be appropriate for its program and therefore that could be referred to them?**
- A. *We already have providers to accommodate special needs children, so they will not generally be placed in the VMP program, but we may have exceptions, but not likely.*
29. Q. **Can an organization eject a child who has physically abused a mentor and may place any mentor at risk for future abuse?**
- A. *We'd have to evaluate the circumstance and make a decision at that time.*
30. Q. **Will CFSA include the VMP organizations in the list of entities that can get mentor clearances electronically through DC Metropolitan Police Department so as to ensure speedy receipt of such clearances?**
- A. *Yes.*
31. Q. **Would CFSA consider taking back some of this money to create a one source recruitment effort for mentors for DC children?**
- A. *Since this design is new, perhaps in the future CFSA would consider one source.*

32. Q. Our program exposes mentees to a variety of educational and career opportunities. As part of our program we take field trips to the various companies and universities that collaborate with our company. Many are located outside the Washington metropolitan area, for example, New York City. Other than providing proper adult supervision, what is the proper protocol for mentees to be allowed to participate in field trips outside of the Washington metropolitan area?2. Is there a defined page limit for Staffing Plan (Attachment C)?

A. *No, we do have a travel waiver that could be used for those types of trips.*

33. Q. How much were the grantees awarded last year, to the two individual companies?

A. *\$20,000 each*

34. Q. My question is as follows: Are the [stipends] \$50.00? There is no monthly payment for [tutors]?

A. *The \$50.00 stipend is used for mentors as part of the VMP.*

35. Q. Can a not-for-profit or a for-profit organization that works in the community compete for the grant as opposed to a nonprofit organization (501 (c))?

A. *Applicants must be nonprofit organization. Based on the evaluation of the current design, perhaps in the future for-profits may be considered.*

36. Q. What does CFSA mean by "community-based" organization in the RFA?

A. *Nonprofit organizations that serve the needs of the community.*